



## CITY OF WENATCHEE

P.O. BOX 519 • WENATCHEE, WASHINGTON 98807-0519 • (509) 888-3202

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### DEPARTMENT OF PUBLIC WORKS PRE-APPROVED PLANS POLICY

#### **Policy R-11: FOR ON-STREET PUBLIC PARKING CHANGES**

##### **Purpose**

To established a procedure for implementation of changes to on street parking requested by the Public within the City of Wenatchee. This policy and procedure emphasize a multidisciplinary approach between staff from Public Works, Community Development and Police Department in processing changes to on-street parking requests that best serve the Citizens of the City of Wenatchee.

##### **Established City of Wenatchee Code 6B.06.010**

The city of Wenatchee may from time to time further prohibit or restrict the operation of vehicles on streets or portions thereof within the city of Wenatchee, or limit or restrict parking thereon to specified loading and unloading purposes, or for such other restrictive use as the city of Wenatchee may establish, and designate the restricted areas by traffic-control devices, signs, markers, curb paintings and/or signals. A curb painted a solid yellow color shall indicate that all parking or standing of vehicles adjacent to the curb is prohibited, except for such limited use as may otherwise be permitted by adjacent official signs. It shall be unlawful for any person to operate, stand or park a vehicle on a public street in the city of Wenatchee contrary to the directions of any such traffic-control device, sign, marker, curb, painting or signal. (Ord. 2571 § 1, 1985)

##### **Applicability**

Parking change petitions may include, but not be limited to; establishment, elimination, or changing of on-street parking including time restrictions, loading zones, disabled parking, and emergency vehicle parking. Requests for changes shall be by petition from the Public, except when the City of Wenatchee is the instigator of the change. This process is intended for small incremental or block by block requests rather than changes city wide.

Changes to or creation of loading zones shall be authorized by motion or resolution of the City Council **(6B.06.026 Loading zones)**.

This procedure may be used by Public Works to gather comments when the City of Wenatchee channelizes streets and changes the layout of on street parking.

##### **Parking Policies**

- No reserved parking stalls by a person (or company) will be allowed in public right of way to the exclusion of any other like person. (RCW 46.61.570).

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- On-street parking shall be in compliance with all standards set forth in the RCW's, City ordinances, and safety standards.
- Disabled parking stalls will be evaluated in commercial areas. Stalls shall be spaced to provide fair and adequate service to the surrounding areas.
- On-street parking revisions shall provide for the general good of the public and surrounding properties.
- Parking restrictions will be evaluated against the parking needs in the area.

### **Parking Procedures**

The applicant shall submit a Petition to Change Public Parking with a map of the area indicating the existing condition and a map of the proposed change, as well as a fee according to the fee ordinance. After the determination is made and if the work will be implemented; the cost of implementation is to be borne by the petitioner prior to work commencing.

Upon receipt of the completed application and fee:

- The Department of Public Works will prepare a packet of the request
  - The packet will contain the following
    - Application form
    - Two vicinity maps: one with the existing signs and the other with the proposed change; prepared by Applicant.
  - Distribution of the packet by the Department of Public Works
    - The Packet will be given to:
    - The Department of Community Development, whom will prepare a notice of application with a vicinity map (provided by public works staff) on back, and mail it to all affected businesses or residences within a 350-foot radius of subject area (an additional copy will be sent to the W.D.A. if proposal is in the CBD). That notice will include instruct to the recipients to response back to the Department of Public Works within 14 days. The site may also be posted with the notice alongside the vicinity map for the benefit of the Public that use the current parking.
    - The Department of Public Works will prepare a packet for the request with a cover sheet for comment, to be sent to the staff of these following agencies:
      - City Engineer or City Engineer's designee
      - Planning Department
      - Police Department – Traffic Division
      - Street Department of Public works
- Comments on the distributed packet:
  - The staff of the agencies listed above will review and comment on the proposed changes and respond back to the Department of Public Works in 15 days.

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- The City will allow 15 days for comments to be returned by these surrounding property / business owners (and the W.D.A. if proposal is in the CBD) to the Department of Public Works.
- All comments from the public response and the agencies comments will be compiled by the Department of Public Works and forwarded to the City Engineer or City Engineer's designee.
- Evaluation of the packet and comments from agencies:
  - The application will then be evaluated by the City Engineer or City Engineer's designee based on established policy, agency comments, and public response.
    - If the determination is approvable – i.e. all favorable comments from agencies and others, then proceed to implement.
    - If there are issues related to the proposal, the City Engineer may schedule and meet with the agencies listed above to discuss the issues. A determination from this meeting will either include:
      - more investigation or
      - implementation or
      - modification or
      - denial.
- If this application proposes changes to **loading zones** or creation of loading zones or creation of angle parking the approval shall be authorized by City Council vote. Public notice will be required and the petition will need to be presented in a public meeting along with a staff report.
- The applicant will be notified by form letter signed by the City Engineer or City Engineer's designee of the approval or disapproval of the proposed change.
- Upon approval, the Street Department of Public Works will implement the change. This means; create a new sign if needed, install a new post if needed, remove existing signs and or posts if needed, paint the curb if needed (this may be postponed until appropriate weather conditions exist).
- After the change in the field is complete send public works staff to collect the location of the changed conditions with the GPS devise and enter that data on the GIS map. Post this to the city GIS for staff use.
- This concludes the procedure.

**Standards:**

Parallel parking each stall shall be 21 linear feet along the curb.

No parking in an intersection, this includes the top of the “T” for “T” intersections **RCW 46.61.570**.

According to **RCW 46.61.570**, parking not closer than:

- 5 feet to wing of driveway;
- 15 feet of a Fire Hydrant;
- 20 feet of a crosswalk;
- 30 feet of an approach to Flashing signal, stop sign, yield sign, traffic control signal located at the side of the roadway;
- 20 feet of a driveway to a fire station
- 75 feet of the entrance of a fire station on the side of the street opposite the entrance to any Fire station
- 50 feet of the nearest rail or rail road crossing



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**DEPARTMENT OF PUBLIC WORKS  
PRE-APPROVED PLANS POLICY**

**PETITION FOR CHANGE TO PUBLIC PARKING**

FILING FEE: **\$150.00** CHECK # \_\_\_\_\_ RCPT# \_\_\_\_\_

DATE STAMPED: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location of Request:** \_\_\_\_\_

(Provide an address here and also provide a map of the area on the next page)

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(See next page for space to provide a sketch)*

**Petitioner:** \_\_\_\_\_

Phone: \_\_\_\_\_  Owner  Renter  Other

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Endorser #1:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Endorser #2:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Note 1:** While it is not required, before you file this petition we recommend that you talk with the potential affected citizens of this request. If it is determined that your request has potential to affect surrounding citizens without their endorsement, your request will be denied.

**Note 2:** If the request is approved, the costs associated with implementing this Petition will be required to be prepaid by the petitioner based on an estimate from Public Works. The labor rate of \$50.00 per hour will be used along with the actual cost of materials.

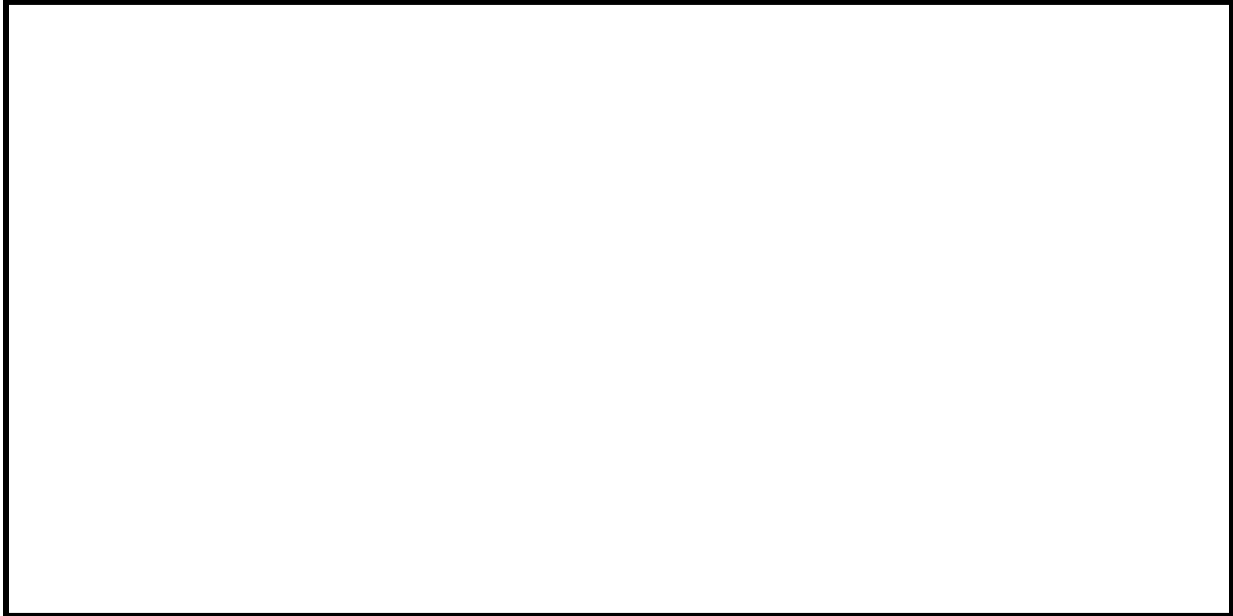
REF: Ord. 2011-47 & 2011-48, WCC 8.44

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**Provide Existing Conditions:**

Please use the box below to provide a sketch of the existing parking layout: (You may use additional sheets)



**Provide Proposal below:**

Please use the box below to provide a sketch of the parking request: (You may use additional sheets)



Submit this Petition to:  
**City Engineer**  
**City of Wenatchee**  
**1350 McKittrick Street, suite A**  
**Wenatchee, WA. 98801**

This department will contact you and inform you of the request status within 45 working days.

Acknowledged: \_\_\_\_\_  
Petitioner Date

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**OFFICIAL USE ONLY**  
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Reviewed: \_\_\_\_\_  
Engineering Date

Reviewed: \_\_\_\_\_  
Parking Enforcement Date

Reviewed: \_\_\_\_\_  
Street Department Date

Estimated cost of Implementation: \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Labor Materials Total

Request Approved/Denied: \_\_\_\_\_  
Date

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC: FILE  
Parking Enforcement  
Street Department